

Leave of Absence and Withdrawal Policy

Overview

The purpose of a leave of absence is to allow for a pre-approved, temporary interruption of a student's academic progress due to significant reasons that are out of a student's control. Reasons for a leave of absence may include, but are not limited to, academic performance, board exam readiness, medical concerns, or personal reasons.

General Provisions

A student who applies for a leave of absence from OSU-COM is responsible for all academic work scheduled up to the official date of the voluntary leave of absence determined by the Dean or designee. In extraordinary circumstances, the Dean or designee may excuse the student from academic responsibilities prior to the official date of the voluntary leave of absence.

Time spent in leave(s) of absence for up to 18 months is not counted toward the normal limit of six years that a student has to complete the D.O. program. Any student whose leave(s) of absence, for any reason, cumulatively exceeds 18 months will be withdrawn from OSU-COM and must apply for readmission through the traditional admission process pursuant to OSU-COM's policy on withdrawal.

For financial aid purposes, all leaves of absence will be processed as withdrawals beginning with the official date of the leave of absence. Students who take a leave of absence may lose their tuition and fees for the term based on the refund dates and percentages listed in the College Catalog. The use of the term withdrawal in this paragraph does not constitute a withdrawal from OSU-COM under OSU-COM's policy on withdrawal unless the leave of absence cumulatively exceeds 18 months.

Any disciplinary proceeding(s) pending against a student at the time the student's leave of absence is approved may be stayed or may continue upon the discretion of OSU-COM. A student on leave of absence will not be considered an enrolled student, which means the student will not be permitted to participate in any educational activities or clinical assignments and may jeopardize scholarships or tuition assistance that the student is receiving.

A student who takes a leave of absence or withdrawal that is six (6) months or longer is required to complete a drug screen prior to returning to educational activities and/or clinical rotations. Testing cost will be borne by the student and testing will be done in accordance with the procedures outlined in the OSU-COM Drug Screening Policy.

Voluntary Leave Requests

To initiate a leave of absence from OSU-COM, a student must submit a fully executed Student Request for a Leave of Absence or Withdrawal (available on the OSU-COM website and in Enrollment Management) to the Assistant Dean for Enrollment Management. Students who are requesting a leave of absence and need access to OSU services during their leave will also need to submit a copy of their Social Security card. For a leave of absence for medical reasons, the request must also be accompanied by a letter from a physician or treating mental health provider describing the nature of the illness for which the leave is requested and the estimated length of time needed for recovery.

Students who take a leave of absence with COMLEX as a reason will not be allowed to return from the leave of absence without first obtaining a passing score on the COMLEX. Students who complete the

second year COM curriculum and request a leave of absence before passing COMLEX Level 1 must include COMLEX as a reason for the leave of absence, even if other factors contribute to the request (including medical reasons). Students who take a leave of absence with COMLEX as a reason must attest that while on leave they will respond to emails from OSU-COM staff and faculty within two weeks of receipt and communicate with the Office of Academic Success at least every 30 days. Students who fail to maintain this level of communication without prior written approval may be subject to disciplinary action, including dismissal.

The Dean or designee will decide in his or her discretion and based upon satisfactory justification whether to approve a leave of absence request. Before seeking approval and a signature from the Dean or designee, the Request must be signed by the Manager of Clinical Education (when the student has completed preclinical curriculum), the Director of Financial Aid, the Director of Academic Success, the Associate Dean of Academic Affairs, and the student. The Dean or designee will approve the request by signing the form, which must include starting and ending dates for the leave. After obtaining approval from the Dean or designee, the student will submit the form to the Assistant Dean for Enrollment Management for final verification and to process the request.

Return from Leave of Absence

Before a student may return to educational activities following a leave of absence, the student must submit a fully executed Return from Leave of Absence Form to the Assistant Dean for Enrollment Management prior to the ending date of the applicable leave of absence. Students requesting to return from a leave of absence for medical reasons must submit a letter from a physician or treating mental health provider stating that the student has recovered from the illness leading to the leave of absence and meets OSU-COM's Technical Standards (with or without accommodation) with the written request.

The Dean or designee will decide in his or her discretion and based upon satisfactory justification whether to approve the request. Before seeking approval and a signature from the Dean or designee, the request must also be signed by the Manager of Clinical Education (when the student has completed preclinical curriculum), the Director of Financial Aid, the Director of Academic Success, the Associate Dean of Academic Affairs, and the student. After obtaining approval and a signature from the Dean or designee, the student will submit the form to the Assistant Dean for Enrollment Management for final verification and to process the request.

If the Dean or designee approves the request, he or she will determine the student's placement within the curriculum. A leave of absence during Year 1 or 2 generally requires that the student repeat the academic year in which he or she was enrolled at the time of the leave. A leave of absence during Year 3 or 4 generally requires that the student resume the rotation schedule where he or she initiated the leave of absence.

Students who take a leave of absence after having completed their pre-clinical curriculum must maintain their knowledge and clinical skills while they are on the leave. Before returning to the program to resume rotations, the student must comply with the requirements in the Academic Standards Handbook with regard to passing COMLEX exams and verify with the Office of Clinical Education that he or she has met the following requirements:

- Participated in Transition Week;
- Holds active Advanced Cardiac Life Support and Basic Life Support certification;

- Is current on required immunizations and examinations as confirmed by the Student Health Nurse;
- Is resuming rotations at the same point that he or she began the Leave of Absence; and
- Has completed the following within the prior twelve months:
 - Approved background check;
 - Approved drug screen;
 - Mask-fitting;
 - Health Insurance Portability and Accountability Act training; and
 - Electronic health record system training.

Requests for Additional Leave

If a student is unable to return to educational activities by the ending date of an approved leave of absence, the student must submit a new written request to the Dean or designee for the additional leave of absence prior to the ending date of the applicable leave of absence. The request must follow each of the requirements applicable to leave requests set forth in this policy, including the submission of a new letter from a physician or treating mental health provider, if applicable, as the request for an additional leave is considered a new request.

Failure to Contact the Assistant Dean for Enrollment Management

Any student who fails to contact the Assistant Dean for Enrollment Management prior to the ending date of the approved leave of absence may be subject to disciplinary action, including dismissal.

Withdrawal Policy

Overview

Students may decide that they no longer wish to continue their medical education at OSU-COM. Should a student determine that he or she wants to withdraw from OSU-COM, the student must adhere to the following policies and procedures.

General Provisions

To initiate a withdrawal from OSU-COM, a student must submit a fully executed Student Request for a Leave of Absence or Withdrawal (available on the OSU-COM website and in Student Affairs) to the Assistant Dean for Enrollment Management. The student must submit the request in advance, unless extraordinary circumstances prevent the student from doing so.

The Dean or designee will decide in his or her discretion and based upon satisfactory justification whether to approve a withdrawal request. Before seeking approval and a signature from the Dean or designee, the Request must be signed by the Manager of Clinical Education (when the student has completed preclinical curriculum), the Director of Financial Aid, the Director of Academic Success, the Associate Dean of Academic Affairs, and the student. To complete the form, the student must settle all outstanding financial obligations and complete financial aid exit counseling, if applicable. The Dean or designee will approve the request by signing the form, which must include a starting date for the withdrawal. After obtaining approval from the Dean or designee, the student will submit the form to the Assistant Dean for Enrollment Management for final verification and to process the request. The Assistant Dean for Enrollment Management will obtain the student's badge and terminate access to college resources.

At the time a withdrawal is granted, the Registrar will make an entry on the official permanent record indicating the academic standing of the student. “Withdrawal (WP), in good standing,” will be recorded if the student is not on academic probation and has received no course grades or averaged examination grades less than 70% during the semester in which the withdrawal is requested. “Withdrawal (WU), not in good academic standing,” will be recorded if the student is on academic probation or has received course grades or averaged examination grades less than 70% during the semester in which the withdrawal is requested.

Any student who does not complete this process for voluntary withdrawal will not be entitled to an official withdrawal and consequently will not be considered for readmission at a later date. Readmission following withdrawal is not assured. Following withdrawal, a student must submit an application for readmission through the traditional admission process unless extraordinary circumstances exist that OSU-COM may consider in readmitting a student outside of the traditional admission process.

Refund Policy

Students who take a leave of absence or withdrawal during a semester may be required to refund financial aid dollars based on federal law. This possibility is one of the reasons students are required to meet with the Director of Financial Aid when requesting a leave of absence or withdrawal. The student and the Director of Financial Aid will discuss the impact of the student’s decision on student loans and scholarships (if applicable).

When a student takes a leave of absence or withdraws, OSU-COM will generally follow the refund schedule for tuition and fees outlined in the Catalog. However, OSU-COM may adjust tuition and fee charges for a student who takes a leave of absence or withdrawal during their 3rd or 4th years of medical school. OSU-COM will calculate the tuition and fees that may be refunded to a student who takes a leave of absence or withdrawal during the clinical years according the following schedule, which is based on the number of rotations the student has completed:

Tuition and Fees Refund Rates for Students Taking a Leave of Absence or Withdrawal in Clinical Years

Number of Rotations Completed	Percentage of Tuition and Fees Refunded
1	83.33%
2	66.67%
3	50.00%

OSU-COM will not adjust tuition and fee charges for students who complete four (4) or more rotations during a semester during the clinical years. Regardless of the percentages listed in the table above, OSU-COM will charge each student a minimum of \$1,000 for fees per semester to cover the costs it incurs and recoups via fees.

If a student who has taken a leave of absence or withdrawal returns and re-enrolls at OSU-COM during the clinical years, OSU-COM may adjust tuition and fee charges for the student for one semester if the semester is scheduled to include fewer than four (4) rotations. OSU-COM will calculate the tuition and

fees that may be prorated for a student according to the following fee schedule, which is based on the number of rotations the student is scheduled to complete:

***Prorated Tuition and Fees for Students Returning from a Leave of Absence or
Withdrawal in Clinical Years***

Number of Rotations Scheduled for Semester	Prorated Percentage of Tuition and Fees
1	16.67%
2	33.33%
3	50.00%

OSU-COM recognizes that the semester in which a student completes fewer than four (4) rotations after returning from a leave of absence or withdrawal may be the semester to which the student is returning or may be the final semester the student completes based upon what the student and the Dean or designee determine is in the student's best interest. This refund policy will apply to a semester in which the student completes fewer than four (4) rotations, but in no event will the student be eligible for prorated tuition and fees in more than one (1) semester after returning from a leave of absence or withdrawal. If a student receives prorated tuition and fees for a semester after returning from a leave of absence or withdrawal and does not complete the scheduled number of rotations, OSU-COM will not prorate additional tuition and fees unless the student is granted another leave of absence or withdrawal.